

**DATED MATERIAL - OPEN IMMEDIATELY**

**Closing Date: November 5, 2001**

**FISCAL YEAR 2002**

**APPLICATION FOR NEW GRANTS**

**CENTERS FOR INTERNATIONAL BUSINESS  
EDUCATION PROGRAM**

CFDA No. 84.220

OMB No. 1840-0616

Expiration Date: 04/30/2004



**International Education and Graduate Programs Service**

**U.S. Department of Education**

**Washington, D.C. 20202-5331**

**1990 K Street, NW**

**Washington, D.C. 20006-8521**

**CENTERS FOR INTERNATIONAL  
BUSINESS EDUCATION PROGRAM**

**Approved under OMB Control No. 1840-0616**

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**PLEASE SUBMIT ONE ORIGINAL AND TWO COPIES OF THE APPLICATION TO THE APPLICATION CONTROL CENTER IN ACCORDANCE WITH THE APPLICATION TRANSMITTAL INSTRUCTIONS ON PAGE E 1. ONE COPY OF ALL FEDERAL FORMS MUST CARRY AN ORIGINAL SIGNATURE.**

Dear Applicant:

Thank you for your interest in the **Centers for International Business Education (CIBE)** program. Included in this application booklet are the program introduction, instructions and forms needed to submit a complete application package to the U.S. Department of Education.

**THE CIBE PROGRAM PROVIDES GRANTS TO ELIGIBLE APPLICANTS FOR UP TO 48 MONTHS TO PAY THE FEDERAL SHARE OF THE COST OF PLANNING, ESTABLISHING AND OPERATING CENTERS FOR INTERNATIONAL BUSINESS EDUCATION. ELIGIBLE APPLICANTS ARE U.S. INSTITUTIONS OF HIGHER EDUCATION AND COMBINATIONS OR CONSORTIA OF SUCH INSTITUTIONS.**

A program officer is available to provide technical assistance if you have any questions after reviewing the application booklet. Please refer to the introduction that follows for the name and telephone number of the contact person.

As a result of frequent requests, we have included in this application booklet the technical review forms used to evaluate your application.

We look forward to receiving your application and appreciate your efforts to promote excellence in international education.

Best regards,

**MAUREEN McLAUGHLIN**  
**DEPUTY ASSISTANT SECRETARY**  
for Policy, Planning and Innovation  
Office of Postsecondary Education

## INTRODUCTION

### **CENTERS FOR INTERNATIONAL BUSINESS EDUCATION PROGRAM (84.220)**

**AUTHORIZATION:** Title VI B of the Higher Education Act of 1965 as amended. There are no program regulations.

#### **KEY DATES**

Closing Date: November 5, 2001. See the Notice of Closing Date also posted on the Website for the official deadline.

Funding Dates: October 1, 2002 until September 30, 2006 [48 months]

Deadline for Intergovernmental Review : January 4, 2002.

**CONTACT PERSON:** Susanna Easton, Senior Program Officer

Phone: 202-502-7628. E-mail: [susanna.easton@ed.gov](mailto:susanna.easton@ed.gov) . If possible, please notify us by email if you have decided to submit an application. We would like to have an indication of the number of applications we can expect to receive.

**ELIGIBILITY:** To be eligible for assistance under this program, an applicant must be an institution of higher education or a combination of these institutions, that establishes a Center Advisory Council prior to the date that Federal assistance is received. The Center Advisory Council must conduct extensive planning prior to the establishment of a Center for International Business Education concerning the scope of the Center's activities and the design of its programs.

The Center Advisory Council must include--

- (1) One representative of an administrative department or office of the institution of higher education (or a combination of these institutions);
- (2) One faculty representative of the business or management school or department of the institution (or a combination of these institutions);
- (3) One faculty representative of the international studies or foreign language school or department of the institution (or a combination of these institutions);
- (4) One faculty representative of another professional school or department of the institution (or a combination of these institutions), as appropriate;
- (5) One or more representatives of local or regional businesses or firms;
- (6) One representative appointed by the Governor of the State in which the institution (or a combination of these institutions) is located whose normal responsibilities include official oversight or involvement in State-sponsored trade-related activities or programs; and
- (7) Such other individuals as the institution of higher education (or a combination of these institutions) deems appropriate such as a representative of a community college in the region served by the center.

**PURPOSE OF THE PROGRAM:** The purpose of the Centers for International Business Education Program is to provide grants to eligible institutions of higher education, or combinations of these institutions, to pay the Federal share of the cost of planning, establishing

and operating Centers for International Business Education that will--

- (1) Be national resources for the teaching of improved business techniques, strategies, and methodologies that emphasize the international context in which business is transacted;
- (2) Provide instruction in critical foreign languages and international fields needed to provide an understanding of the cultures and customs of United States trading partners;
- (3) Provide research and training in the international aspects of trade, commerce, and other fields of study;
- (4) Provide training to students enrolled in the institution, or combinations of institutions, in which a center is located;
- (5) Serve as regional resources to businesses proximately located by offering programs and providing research designed to meet the international training needs of these businesses; and
- (6) Serve other faculty, students and institutions of higher education located within their region.

**PROGRAMMATIC REQUIREMENTS:** Programs and activities to be conducted by Centers for International Business Education assisted under this program must include--

- (1) Interdisciplinary programs which incorporate foreign language and international studies training into business, finance, management, communications systems, and other professional curricula;
- (2) Interdisciplinary programs which provide business, finance, management, communications systems, and other professional training for foreign language and international studies faculty and degree candidates;
- (3) Programs, such as intensive language programs, available to members of the business community and other professionals, which are designed to develop or enhance their international skills, awareness, and expertise;
- (4) Collaborative programs, activities, or research involving other institutions of higher education, local educational agencies, professional associations, businesses, firms or combinations thereof, to promote the development of international skills, awareness, and expertise among current and prospective members of the business community and other professionals;
- (5) Research designed to strengthen and improve the international aspects of business and professional education and to promote integrated curricula; and
- (6) Research designed to promote the international competitiveness of American businesses and firms, including those not currently active in international trade.

**OTHER ALLOWABLE ACTIVITIES:** Programs and activities to be conducted by Centers for International Business Education assisted under this program may also include--

- (1) The establishment of overseas internship programs for students and faculty designed to provide training and experience in international business activities, except that no Federal funds provided under this program may be used to pay wages or stipends to any participant who is engaged in compensated employment as part of an internship program;
- (2) The establishment of linkages overseas with institutions of higher education and other organizations that contribute to the educational objectives of this program;

(3) Summer institutes in international business, foreign area studies, foreign language studies, and other international studies designed to carry out the purposes of paragraph (1)

(4) The development of opportunities for business students to study abroad in locations which are important to the existing and future economic well-being of the United States;

(5) Outreach activities or consortia with business programs located at other institutions of higher education for the purpose of providing expertise regarding the internationalization of such programs, such as assistance in research, curriculum development, faculty development, or educational exchange programs; and

(6) Other eligible activities prescribed by the Secretary.

**FUNDING REQUIREMENTS--THE FEDERAL SHARE:** The applicant's share of the cost of planning, establishing and operating Centers under this section may not be less than--

(1) 10 percent for the first year in which federal funds are furnished;

(2) 30 percent for the second year; and

(3) 50 percent for the third year and for each year thereafter.

**FUNDING REQUIREMENTS--THE NON-FEDERAL SHARE:** The non-Federal share of the cost of planning, establishing, and operating Centers under this program may be provided either in cash or by in-kind assistance.

**Note: WAIVER OF THE NON-FEDERAL SHARE:** In case an institution of higher education receives a grant under this program to conduct outreach or consortia activities with another institution of higher education in accordance with paragraph (5) under "Other Allowable Activities", the Secretary may waive a portion of the requirements for the non-Federal share stipulated under "Funding Requirements--The Federal Share". The portion that may be waived shall be equal to the amount provided by the grantee to any other institution of higher education for carrying out these outreach or consortia activities. Any waiver shall be subject to the terms and conditions that the Secretary deems necessary for carrying out the purpose of this program.

**OTHER REQUIREMENTS:** The statute requires applicants to provide--

(1) An assurance that the Center Advisory Council will meet not less than once each year after the establishment of the Center to assess and advise on the programs and activities conducted by the Center;

(2) A description of the extensive planning that the Center Advisory Council and the institution of higher education, or a combination of these institutions, have conducted or will conduct prior to the establishment of the Center for International Business Education, concerning the scope of the Center's activities and the design of its programs;

(3) An assurance of ongoing collaboration in the establishment and operation of the Center by faculty of the business, management, foreign language, international studies, professional international affairs, and other professional schools or departments, as appropriate;

(4) An assurance that the education and training programs of the Center will be open to students concentrating in each of these respective areas, as appropriate; and

(5) An assurance that the institution of higher education, or combination of these institutions, will use the assistance provided under this program to supplement and not to supplant activities conducted by the institution or institutions of higher education and assisted by this program.

**ALLOWABLE COSTS:** Grant funds may be used to pay the Federal share of the cost of planning, establishing or operating a Center, including the cost of--

- (1) Faculty and staff travel in foreign areas, regions, or countries;
  - (2) Teaching and research materials;
  - (3) Curriculum planning and development;
  - (4) Bringing visiting scholars and faculty to the center to teach or to conduct research;
  - (5) Training and improvement of the staff, for the purpose of, and subject to such conditions as the Secretary finds necessary, for carrying out the objectives of this program; and
  - (6) Other costs consistent with planning, establishing or operating a Center.
- The applicant completes ED form 524, printed in the application package, showing costs for each year for which funding is requested. Complete section C of form 524 (attach additional pages) and provide a detailed breakout of all proposed costs (federal and matching) for each 12 month period for which funding is requested. Under 34 CFR 75.562, the Secretary accepts an indirect cost rate of no more than 8 percent of the total direct cost of the project for the federal share and for the matching share.

***ESTIMATED FUNDING LEVELS: The U.S. Department of Education is not bound by these estimates.***

- ◆ Total amount available for FY 2002: \$8,760,000
- ◆ Number of new awards: 28
- ◆ Average award: \$312,857
- ◆ Funding range: \$220,000 to \$340,000 per year
- ◆ Funding Dates: October 1, 2002 until September 30, 2006 [48 months].

#### **OTHER PERTINENT INFORMATION:**

**Submit one original and two copies of the application to the Application Control Center in accordance with the “Application Transmittal Instructions”. One copy of all Federal forms must carry an original signature. Be sure that the CFDA #84.220 is prominently displayed on the mailing envelope.**

**Please check our website:**

<http://www.ed.gov/offices/OPE/HEP/iegps/> for abstracts of the 28 currently funded CIBE's. By law, these universities are eligible to apply again for another 4 year funding cycle. Please also review the websites for the Business and International Education Program and the Undergraduate International Studies and Foreign Language Program. These programs make new and continuation awards annually, at a total of over \$8 million.

***Application Printed from the Website:*** If you are printing this application package from the website, please be sure that you print all the relevant forms that are required for the submission of an application. These forms are accessible through the website for the CIBE program by clicking onto “ED forms”. On ED Form 424 item #4 enter 84.220A. Title: Centers for International Business Education. Item#11 Start Date enter 10/1/2002. End Date enter 9/30/2006. Item #14 enter dollar amounts requested only for the first 12 months.

ED form 524, has 2 sections that must be completed: Sections A and B. The indirect cost rate on line 10 is limited to 8 percent on both Section A and B. For section C, attach an itemized budget in accordance with the instructions on page D2 of the application package.

Be sure that you review the program deadline in the Notice Inviting Applications for New Awards for this program. This deadline and the Notice are referenced on the Web pages.



## **SELECTION CRITERIA**

The Secretary uses the following selection criteria to evaluate applications for new grants under the Centers for International Business Education Program. **The maximum score for all these criteria is 100 points.** The maximum score for each criterion is indicated with the criterion.

### **SELECTION CRITERIA BASED ON STATUTORY PROVISIONS**

(a) **Meeting the purpose of the authorizing statute.** (30 points) (1) The Secretary reviews each application to determine how well the project will meet the purposes of section 611 (b) and 612 (a) and (c) of Title VI, part B, of the Higher Education Act of 1965, as amended.

(b) The Secretary evaluates an application by determining how well the project proposed by the applicant meets the statutory provisions under paragraph (a) (1) of this section. The Secretary considers the following factors:

- (i) the objectives of the project.
- (ii) the extent to which these objectives further the statutory provisions.

### **GENERAL SELECTION CRITERIA**

(a) **Need for project.** (10 points) (1) The Secretary considers the need for the proposed project.

(2) In determining the need for the proposed project, the Secretary considers the following factors:

- (i) The magnitude of the need for the services to be provided and the activities to be carried out by the proposed project.
- (ii) The extent to which the proposed project will prepare personnel for fields in which shortages have been demonstrated.

**(b) Quality of the management plan. (10 points)**

(1) The Secretary considers the quality of the management plan for the proposed project.

(2) In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

(i) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(ii) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

**(c) Significance. (10 points)** (1) The Secretary considers the significance of the proposed project.

(2) In determining the significance of the proposed project, the Secretary considers the following factors:

(i) The national significance of the proposed project.

(ii) The importance or magnitude of the results or outcomes likely to be attained by the proposed project, including, but not limited to, improvements in teaching and student achievement.

(iii) The likely utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for their being used effectively in a variety of other settings.

**(d) Quality of the project design. (15 points)** (1) The Secretary considers the quality of the design of the proposed project.

(2) In determining the quality of the design of the proposed project, the Secretary considers the following factors:

(i) The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements.

(ii) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

(iii) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population and other identified needs.

(iv) The extent to which the proposed activities constitute a coherent, sustained program of research and development in the field, including, where appropriate, a substantial addition to an ongoing line of inquiry.

(v) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance.

**(e) Quality of project personnel. (10 points)** (1) The Secretary considers the quality of the personnel who will carry out the proposed project.

(2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

(3) In addition, the Secretary considers the following factors:

(i) The qualifications, including relevant training and experience, of the project director or principal investigator.

(ii) The qualifications, including relevant training and experience, of key project personnel.

**(f) Quality of project services. (2 points)** (1) The Secretary considers the quality of the services to be provided by the proposed project.

(2) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

**(g) Adequacy of resources. (8 points)** (1) The Secretary considers the adequacy of resources for the proposed project.

(2) In determining the adequacy of resources for the proposed project the Secretary considers the following factors:

(i) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

(ii) The adequacy of support, including, but not limited to, facilities, equipment, supplies, and other resources from the applicant organization or the lead applicant organization.

**(h) Quality of the project evaluation. (5 points)** (1) The Secretary considers the quality of evaluation to be conducted of the proposed project.

(2) In determining the quality of the evaluation, the Secretary considers the following factor:

(i) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

**Note to applicants: In addressing these selection criteria, review all the information included in section B of the application package, and in particular the sections pertaining to “Purpose of the Program” and “Programmatic Requirements”.**

## **INSTRUCTIONS FOR THE PREPARATION OF THE APPLICATION NARRATIVE**

Provide a five-page abstract of the proposed project.

Under the heading "Eligibility Requirements," provide the following information in order to establish eligibility under this program:

(1) The date the Center Advisory Council was or will be established.

Note: The Advisory Council shall be established prior to the date that Federal assistance is received.

(2) A list of the members of the Advisory Council and a description of their academic or other affiliations.

(3) A description of the extensive planning which was or will be conducted by the Advisory Council prior to the establishment of the Center for International Business Education, concerning the scope of the Center's activities and the design of its programs.

### **APPLICATION NARRATIVE**

Describe the proposed Center for International Business Education in light of each of the selection criteria (Section C) in the order in which these criteria are listed in the application package. Include any other pertinent information that might assist in reviewing the application.

Note: Before preparing the application narrative, review all the information included in section B. In particular, review the sections pertaining to the **"Purpose of the Program"** and the **"Programmatic Requirements"** as you address the selection criteria that will be used to evaluate the applications.

Please limit the application narrative to 55 double-spaced typed pages (on one side only), using a 12 point font. Supporting materials may be appended.

## **SUPPLEMENTARY BUDGET INFORMATION**

On line 10, Section A and Section B of Standard Form 524, eight percent is preprinted. Under section 75.562 of the Education Department General Administrative Regulations (EDGAR), the Secretary approves an indirect cost rate for an educational training project of eight percent of the total direct costs of the project. This eight percent rate applies to the Federal portion that you are requesting as well as to the matching portion of the budget.

As attachment C, applicants are requested to provide an itemized budget, showing both Federal and non-Federal contributions for each of the four years for which funding is requested.

## **PERFORMANCE REPORTS**

The grantee must submit an annual performance report in accordance with EDGAR 75.118 to be eligible to receive funding for the second year of their project period. The performance report should include the most current performance and financial expenditure information to date. If a recipient fails to submit a performance report that meets the requirements of 34 CFR 74.82, 75.590, 75.720 and 80.40, the Secretary may deny continued funding for the grant.

## **AMENDMENTS**

For requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. (EDGAR - Subpart L)

## ASSURANCE

INSTRUCTIONS: Applicants are required to provide the following assurance. This assurance form must be signed by the authorized representatives of the legal applicant.

### *ASSURANCE – CENTERS FOR INTERNATIONAL BUSINESS EDUCATION*

The applicant hereby assures and certifies that:

1. In addition to conducting the extensive planning activities required under the eligibility section of the statute, the Center Advisory Council shall meet not less than once a year after the establishment of the Center;
2. There shall be ongoing collaboration in the establishment and operation of the Center by faculty of the business, management, foreign language, international studies and other professional schools or departments, as appropriate;
3. The education and training programs of the Center will be open to students concentrating in each of these respective areas, as appropriate; and
4. The applicant will use the assistance provided under this program to supplement and not to supplant activities already being conducted by the applicant.

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Name and Title of Authorized Representative

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Signature

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Date

**Notice to Applicants:****The Government Performance and Results Act (GPRA)****What is GPRA?**

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

**How has the Department of Education Responded to the GPRA Requirements?**

As required by GPRA, the Department of Education has prepared a strategic plan for 1998-2002. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Help all students reach challenging academic standards so that they are prepared for responsible citizenship; further learning, and productive employment.*
- Goal 2: Build a solid foundation for learning for all children.*
- Goal 3: Ensure access to postsecondary education and lifelong learning.*
- Goal 4: Make the Department of Education a high performance organization by focusing on results, service quality, and customer satisfaction.*

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 3: Ensure access to postsecondary education and lifelong learning.

**What are the Performance Indicators for the International Education Programs?**

The Department's specific goal for the International Education Programs is "to meet the nation's security and economic needs through the development of a national capacity in foreign language, area, and international studies." The objective and performance indicators are as follows:



1. **Maintain a U.S. higher education system able to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of the U.S. government, academic and business institutions.**
  - (1.1) Title VI supported institutions provide most of the instruction in less commonly taught languages.
  - (1.2) Percentage of graduates of Title VI supported programs report that they found employment that utilize their language and area skills.

## **INSTRUCTION FOR TRANSMITTING APPLICATION**

An original and two copies of an application for an award must be mailed or hand-delivered by the closing date. This is a postmark closing date. Although only an original and two copies of each application are required, a third copy would facilitate peer review and be greatly appreciated by the program office.

### **Applications Delivered by Mail**

Applications sent by mail must be addressed to:

**U.S. Department of Education**  
**Application Control Center**  
*Attention: CFDA Number 84.220A*  
**400 Maryland Avenue, S.W.**  
**Washington, D.C. 20202-4725**

Applications must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service

Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applicants are encouraged to use registered or at least first class mail.

**LATE APPLICANTS WILL BE NOTIFIED THAT THEIR APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.**

### **Applications delivered by Hand/Courier Service**

An application that is hand-delivered must be taken to:

**U.S. Department of Education  
Application Control Center  
Attention: CFDA 84.220  
Room 3633  
General Services Administration National Capital Region  
7th & D Streets, S.W.  
Washington, D.C. 20202-4725**

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time) daily, except Saturdays, Sundays and Federal holidays.

Individuals delivering applications must use the D Street entrance. Proper identification is necessary to enter the building. In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

CHECK THE WEBSITE UNDER DEADLINES TO SEE THE NOTICE INVITING NEW AWARDS FOR THE CIBE PROGRAM. IT WILL BE POSTED ON THE WEBSITE WHEN IT IS PUBLISHED.

## TITLE VI OF THE HIGHER EDUCATION ACT

### Part B-BUSINESS AND INTERNATIONAL EDUCATION PROGRAMS

#### FINDINGS AND PURPOSES

Sec.611 (a) The Congress finds that-

(1) the future economic welfare of the United States will depend substantially on increasing international skills in the business community and creating an awareness among the American public of the internationalization of our economy;

(2) concerted efforts are necessary to engage business schools, language and area study programs, professional international affairs education programs, public and private sector organizations, and United States business in a mutually productive relationship which benefits the Nation's future economic interest;

(3) few linkages presently exist between the manpower and information needs of United States business and the international education, language training and research capacities of institutions of higher education in the United States, and public and private organizations; and

(4) organizations such as world trade councils, world trade clubs, chambers of commerce and State departments of commerce are not adequately used to link universities and business for joint venture exploration and program development.

(b) It is the purpose of this part--

(1) to enhance the broad objective of this Act by increasing and promoting the Nation's capacity for international understanding and economic enterprise through the provision of suitable international education and training for business personnel in various stages of professional development; and

(2) to promote institutional and non-institutional educational and training activities that will contribute to the ability of United States business to prosper in an international economy.

#### "SEC 612. CENTERS FOR INTERNATIONAL BUSINESS EDUCATION.

"(a) PROGRAM AUTHORIZED.---

"(1) IN GENERAL --- The Secretary is authorized to make grants to institutions of higher education, or combinations of such institutions, to pay the Federal share of the cost of planning, establishing and operating centers for international business education which--

"(A) will be national resources for the teaching of improved business techniques, strategies, and methodologies which emphasize the international context in which business is transacted;

"(B) will provide instruction in critical foreign languages and international fields needed to provide understanding of the cultures and customs of United States trading partners; and

"(C) will provide research and training in the international aspects of trade commerce, and other fields of study.

"(2) SPECIAL RULE --- In addition to providing training to students enrolled in the institution of higher education in which a center is located, such centers shall serve as regional resources to businesses proximately located by offering programs and providing research designed to meet the international training needs of such businesses. Such centers shall also serve other faculty, students, and institutions of higher education located within their region.

"(b) AUTHORIZED EXPENDITURES.-- Each grant under this section may be used to pay the Federal share of the cost of planning, establishing or operating a center, including the cost of-

"(1) faculty and staff travel in foreign areas, regions, or countries;

"(2) teaching and research materials

"(3) curriculum planning and development;

"(4) bringing visitor scholars and faculty to the center to teach or to conduct research; and

"(5) training and improvement of the staff, for the purpose of, and subject to such conditions as the Secretary finds necessary for carrying out the objectives of this section.

"(c) AUTHORIZED ACTIVITIES. --

"(1) MANDATORY ACTIVITIES. -- Program and activities to be conducted by centers assisted under this section shall include-

"(A) interdisciplinary programs which incorporate foreign language and international studies and training into business, finance, management communications systems, and other professional curricula;

"(B) interdisciplinary programs which provide business, finance, management communication systems, and other professional training for foreign language and international studies faculty and degree candidates;"

"(C) programs, such as intensive language programs, available to members of the business community and other professionals which are designed to develop or enhance their international skills, awareness, and expertise;

"(D) collaborative programs, activities, or research involving other institutions of higher education, local educational agencies, professional associations, businesses, firms, or combinations thereof, to promote the development of international skills, awareness, and expertise among current and prospective members of the business community and other professionals;

"(E) research designed to strengthen and improve the international aspects of business and professional education and to promote integrated curricula; and

"(F) research designed to promote the international competitiveness of American businesses and firms, including those not currently active in international trade.

"(2) PERMISSIBLE ACTIVITIES. - Programs and activities to be conducted by centers assisted under this section may include-

"(A) the establishment of overseas internship programs for students and faculty designed to provide training and experience in international business activities, except that no Federal funds provided under this section may be used to pay wages or stipends to any participant who is engaged in compensated employment as part of an internship program;

"(B) the establishment of linkages overseas with institution of higher education and other organizations that contribute to the educational objectives of this section;

"(C) summer institutes in international business, foreign area studies, foreign language studies and other international studies designed to carry out the purposes of subparagraph (A) of this paragraph;

"(D) the development of opportunities for business students to study abroad in locations which are important to the existing and future economic well-being of the United States;

"(E) outreach activities or consortia with business programs located at other institutions of higher education for the purpose of providing expertise regarding the internationalization of such programs, such as assistance in research, curriculum development, faculty development, or educational exchange programs; and

"(F) other eligible activities prescribed by the Secretary.

"(d) ADVISORY COUNCIL--

"(1) ESTABLISHMENT--In order to be eligible for assistance under this section, an institution of higher education, or combination of such institutions, shall establish a center advisory council which will conduct extensive planning prior to the establishment of a center concerning the scope of the center's activities and the design of its programs.

"(2) MEMBERSHIP ON ADVISORY COUNCIL-- The center advisory council shall include--

"(A) one representative of an administrative department or office of the institution of higher education;

"(B) one faculty representative of the business or management school or department of such institution;

"(C) one faculty representative of the international studies or foreign language school or department of such institution;

"(D) one faculty representative of another professional school or department of such institution as appropriate;

"(E) one or more representative of local or regional businesses or firms;

"(F) one representative appointed by the Governor of the State in which the institution of higher education is located whose normal responsibilities include official oversight or involvement in State-sponsored trade-related activities or programs; and

"(G) such other individuals as the institution of higher education deems appropriate such as a representative of a community college in the region served by the center.

"(3) MEETINGS --In addition to the initial planning activities required under subsection (d)(1), the center advisory council shall meet not less than once each year after the establishment of the center to assess and advise on the programs and activities conducted by the center.

"(e) GRANT DURATION; FEDERAL SHARE --

"(1) DURATION OF GRANTS --The Secretary shall make grants under this section for a minimum of 3 years unless the Secretary determines that the provision of grants of shorter duration is necessary to carry out the objectives of this section.

"(2) FEDERAL SHARE.-The Federal share of the cost of planning, establishing and operating centers under this section shall be-

"(A) not more than 90 percent for the first year in which Federal funds are received;

"(B) not more than 70 percent for the second such year and

"(C) not more than 50 percent for the third such year and for each such year thereafter.

"(3) NON-FEDERAL SHARE.-The non-Federal share of the cost of planning, establishing, and operating centers under this section may be provided either in cash or in-kind.

"(4) WAIVER OF NON FEDERAL SHARE. --In the case of an institution of higher education receiving a grant under this part and conducting outreach or consortia activities with another institution of higher education in accordance with section 612©(2)E, the Secretary may waive a portion of the requirements for the non-Federal share required in paragraph (2) equal to the amount provided by the institution of higher education receiving such grant to such other institution of higher education for carrying out such outreach or consortia activities. Any such waiver shall be subject to such terms and conditions, as the Secretary deems necessary for carrying out the purposes of this section.

"(f) GRANT CONDITIONS.--- Grants under this section shall be made on such conditions as the Secretary determines to be necessary to carry out the objectives of this section. Such conditions shall include-

"(1) evidence that the institution of higher education, or combination of such institutions, will conduct extensive planning prior to the establishment of a center concerning the scope of the center's activities and the design of its programs in accordance with subsection(d)(1);

"(2) assurance of ongoing collaboration in the establishment and operation of the center by faculty of the business, management, foreign language, international studies, professional international affairs, and other professional schools or departments, as appropriate;

"(3) assurance that the education and training programs of the center will be open to students concentrating in each of these respective areas, as appropriate; and

"4) assurance that the institution of higher education, or combination of such institutions, will use the assistance provided under this section to supplement and not to supplant activities conducted by institutions of higher education described in subsection©(1).

"PART D-GENERAL PROVISIONS

Sec.631. DEFINITIONS.

"(a) DEFINITIONS.-As used in this title-

"(1) the term 'area studies' means a program for comprehensive study of the aspects of a society or societies, including study of its history, culture, economy, politics, international relations and languages;

"(2) the term 'international business' means profit-oriented business relationships conducted across national boundaries and includes activities such as the buying and selling of goods, investments in industries, the licensing of processes, patents and trademarks, and the supply of services;

"(3) the term 'export education' means educating, teaching and training to provide general knowledge and specific skills pertinent to the selling of goods and services to other countries, including knowledge of market conditions, financial arrangements, laws, and procedures;

"(4) the term 'internationalization of curricula' means the incorporation of international or comparative perspectives in existing courses of study or the addition of new components to the curricula to provide an international context for American business education;

"(5) the term 'comprehensive language and area center' means an administrative unit of a university that contributes significantly to the national interest in advance research and scholarship, employs a critical mass of scholars in diverse disciplines related to a geographic concentration, offers intensive language training in languages of its area specialization, maintains important library collections related to the area, and makes training available in language and area studies to a graduate, postgraduate, and undergraduate clientele; and

"(6) the term 'undergraduate language and area center' means an administrative unit of an institution of higher education, including but not limited to 4-year colleges, that contributes significantly to the national interest through the education and training of students who matriculate into advanced language and area studies programs, professional school programs, or incorporate substantial international and foreign language content into baccalaureate degree programs, engages in research, curriculum development and community outreach activities designed to broaden international and foreign language knowledge, employs faculty with strong language, area, and international studies credentials, maintains library holdings, including basic reference works, journals, and works in translation, and makes training available predominantly to undergraduate students;

"(7) the term 'critical languages' means each of the language contained in the list of critical languages designated by the Secretary pursuant to section 212(d) of the Education for Economic Security Act (50 Fed. Reg.149, 31413), except that, in the implementation of this definition, the Secretary may set priorities according to the purposes of this title; and

"(8) the term 'institution of higher education' means, in addition to institutions which meet the definition of section 1201(a) of this Act, institutions which meet the requirements of section 1201(a) of this Act except that (1) they are not located in the United States, and (2) they apply for assistance under this title in consortia with institutions which meet the definition of 1201(a) of this Act.

"(b) SPECIAL CONDITIONS.-All references to individuals or organizations, unless the context otherwise requires, mean individuals who are citizens or permanent residents of the United States or organizations which are organized or incorporated in the United States."



**TECHNICAL REVIEW**  
**CENTERS FOR INTERNATIONAL BUSINESS EDUCATION PROGRAM**  
(CFDA 84.220)

*NAME OF APPLICANT:*

*APPLICATION  
NUMBER  
P 220A*

**Part I - CRITERIA PROFILE**

<i>CRITERIA</i>	<i>MAXIMUM POINTS</i>	<i>POINTS ASSIGNED</i>
1. Meeting the Purpose of the Authorizing Statute	30	
2. Extent of Need for the Project	10	
3. Quality of Management Plan	10	
4. Significance	10	
5. Quality of Project Design	15	
6. Quality of Project Personnel	10	
7. Quality of Project Services	2	
8. Adequacy of Resources	8	
9. Quality of Project Evaluation	5	
<b>TOTAL POINTS</b>	<b>100</b>	

**Part II - SUMMARY**

**COMMENTS:** (please make at least six key statements concerning the program; use this page and page 2)

**SIGNATURE OF REVIEWER**

*I have reviewed this application in accordance with the criteria published in the FEDERAL REGISTER.*

\_\_\_\_\_  
(Use black ink please)

\_\_\_\_\_  
(Date signed)

CIBEs Technical Review

PR Number

P220A

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**CONTINUATION of Part II - SUMMARY**

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## CIBEs Technical Review

PR Number

**P220A****1. MEETING THE PURPOSE OF THE AUTHORIZING STATUTE**(Maximum 30 points)

How well does this project meet the purposes of sections 611(b) and 612(a) and (c) of the statute that

authorizes this program? Please consider the following factors:

(i) What are the objectives of the project?

(ii) How do these objectives further the purposes of sections 611(b) and 612(a) and (c)?

<b>NOT ADDRESSED</b> <b>0 Points</b>	<b>INADEQUATE</b> <b>1-10 Points</b>	<b>ADEQUATE</b> <b>11-20 Points</b>	<b>GOOD TO EXCELLENT</b> <b>21-30 Points</b>	<b>POINTS</b> <b>AWARDED</b> _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

CIBEs Technical Review

PR Number

P220A

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**Continuation of MEETING THE PURPOSE OF THE AUTHORIZING  
STATUTE**

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## CIBEs Technical Review

PR Number

**P220A****2. EXTENT OF NEED FOR THE PROJECT**

(Maximum 10 points)

To what extent does this project meet the specific needs recognized in sections 611(b) and 612(a) and (c) of the statute? Please consider the following factors:

- (i) To what extent has the applicant demonstrated the need for the services and activities to be carried out by the proposed project?
- (ii) To what extent will the proposed project prepare personnel in fields for which shortages have been demonstrated?

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

CIBEs Technical Review

PR Number

P220A

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Continuation of EXTENT OF NEED FOR THE PROJECT

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**CIBEs Technical Review**

PR Number

**P220A****3. QUALITY OF THE MANAGEMENT PLAN**

(Maximum 10 points)

How good is the quality of the management plan for the three-year project period?

Please consider the following factors:

- (i) Does the management plan demonstrate that the objectives will be met on time and within budget;  
does it include clearly defined responsibilities, timelines, and milestones for accomplishing project tasks?
- (ii) Are the time commitments of the project director and principal investigator and other key project personnel appropriate and adequate to meet the objectives?

<b>NOT ADDRESSED</b> <b>0 Points</b>	<b>INADEQUATE</b> <b>1-3 Points</b>	<b>ADEQUATE</b> <b>4-6 Points</b>	<b>GOOD TO EXCELLENT</b> <b>7-10 Points</b>	<b>POINTS</b> <b>AWARDED</b> _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

CIBEs Technical Review

PR Number

P220A

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Continuation of QUALITY OF THE MANAGEMENT PLAN

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**CIBEs Technical Review**

PR Number

**P220A****4. SIGNIFICANCE**

(Maximum 10 points)

How significant is the project? Please consider the following factors:

- (i) What is the national significance of the proposed project?
- (ii) What is the importance or magnitude of the results or outcomes, including, but not limited to, improvements in teaching and student achievement?
- (iii) Will the products which result from the proposed project be of high quality? Can the products be used in a variety of settings? (Products could include information, materials, processes, techniques, or training programs.)

<b>NOT ADDRESSED</b> <b>0 Points</b>	<b>INADEQUATE</b> <b>1-3 Points</b>	<b>ADEQUATE</b> <b>4-6 Points</b>	<b>GOOD TO EXCELLENT</b> <b>7-10 Points</b>	<b>POINTS</b> <b>AWARDED</b> _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

CIBEs Technical Review

PR Number

P220A

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**Continuation of SIGNIFICANCE**

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## CIBEs Technical Review

PR Number

P220A

**5. QUALITY OF PROJECT DESIGN**

(Maximum 15 points)

Is this a project of high quality? Please consider the following factors:

- (i) To what extent does the proposed project represent an exceptional approach for meeting statutory purposes and requirements?
- (ii) To what extent are goals, objectives, and outcomes to be achieved by the proposed project clearly specified and measurable?
- (iii) To what extent is the design of the proposed project appropriate to, and does it successfully address, the needs of the target population and other identified needs?
- (iv) To what extent do the proposed activities include a coherent, sustained program of research and development in the field, including, where appropriate, a substantial addition to an ongoing line of inquiry?
- (v) To what extent is the proposed project designed to build capacity and yield results that will extend beyond the period of Federal financial assistance?

NOT ADDRESSED 0 Points	INADEQUATE 1-5 Points	ADEQUATE 6-10 Points	GOOD TO EXCELLENT 11-15 Points	POINTS AWARDED _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

CIBEs Technical Review

PR Number

P220A

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Continuation of QUALITY OF PROJECT DESIGN

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## CIBEs Technical Review

PR Number

P220A

**6. QUALITY OF PROJECT PERSONNEL**

(Maximum 10 points)

How good is the quality of the project personnel? Please consider the following factors:

- (i) To what extent does the applicant encourage applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability?
- (ii) How relevant and appropriate are the qualifications, including relevant training and experience, of the project director or principal investigator?
- (iii) How relevant and appropriate are the qualifications, including relevant training and experience, of key project personnel?

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

## CIBEs Technical Review

PR Number

P220A

**7. QUALITY OF PROJECT SERVICES**

(Maximum 2 points)

How appropriate are the quality and sufficiency of the project's strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age or disability?

NOT ADDRESSED 0 Points	INADEQUATE 0 Points	ADEQUATE 1 Point	GOOD TO EXCELLENT 2 Points	POINTS AWARDED _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

## CIBEs Technical Review

PR Number

P220A

**8. ADEQUACY OF RESOURCES**

(Maximum 8 points)

To what extent are the resources that the applicant plans to devote to the project adequate? Please consider the following factors:

- (i) Are the costs reasonable in relation to the objectives, design and potential significance of the proposed project?
- (ii) How adequate is the support from the applicant or applicants? Such support includes, but is not limited to, facilities, equipment, supplies, and other resources.

NOT ADDRESSED 0 Points	INADEQUATE 1-2 Points	ADEQUATE 3-5 Points	GOOD TO EXCELLENT 6-8 Points	POINTS AWARDED _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

CIBEs Technical Review

PR Number

P220A

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Continuation of ADEQUACY OF RESOURCES

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## CIBEs Technical Review

PR Number

P220A

**9. QUALITY OF PROJECT EVALUATION**

(Maximum 5 points)

How effective is the evaluation plan of the project? Please consider the extent to which the applicant's methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

NOT ADDRESSED 0 Points	INADEQUATE 1 Point	ADEQUATE 2-3 Points	GOOD TO EXCELLENT 4-5 Points	POINTS AWARDED _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

**End of section G Technical Review Forms**

**Print section H Federal forms by clicking on the appropriate section of the web page. These Forms MUST be included in the application package.**

## **Appendix Section I 1-6**

### Intergovernmental Review of Federal Programs

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing containing the Single Point of Contact for each State is included in this appendix.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date indicated in the

actual application notice to the following address: The Secretary, EO 12372--  
CFDA# [commenter must insert number--including suffix letter, if any], U.S.  
Department of Education, room 7W311, 400 Maryland Avenue, SW.,  
Washington, DC 20202.

**PROOF OF MAILING WILL BE DETERMINED ON THE SAME BASIS AS  
APPLICATIONS (SEE 34 CFR 75.102). RECOMMENDATIONS OR COMMENTS  
MAY BE HAND-DELIVERED UNTIL 4:30 P.M. (WASHINGTON, DC TIME) ON THE  
DATE INDICATED IN THE ACTUAL APPLICATION NOTICE.**

PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS  
AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED  
APPLICATION. DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.

This publication by the U.S. Department of Education (ED or the Department) is an unofficial version of the State Single Point of Contact (SPOC) List published by the Office of Management and Budget (OMB). The Department has made every effort to ensure the accuracy of the information contained in this unofficial version. However, the only official version of the State Single Point of Contact (SPOC) List is posted on the Grants Management section of the OMB web site: <http://www.whitehouse.gov/omb/grants/spoc.html>. You may save a text version of this document at the aforementioned site. Please note it will be necessary to put a row of space between each state listing.

### **STATE SINGLE POINTS OF CONTACT (SPOCs)**

It is estimated that in 2001, the Federal Government will outlay \$305.6 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is a copy of the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided from the official version of this document from the OMB web page at the following address: <http://www.whitehouse.gov/omb/grants/spoc.html>. States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within one of these States, you may still send application material directly to a Federal awarding agency.

<p style="text-align: center;"><i>ARKANSAS</i></p> <p>Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Administration 1515 W. 7<sup>th</sup> Street, Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 FAX: (501) 682-5206 <a href="mailto:TlCopeland@dfa.state.ar.us">TlCopeland@dfa.state.ar.us</a></p>	<p style="text-align: center;"><b>CALIFORNIA</b></p> <p>Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 FAX: (916) 323-3018 <a href="mailto:State.clearinghouse@opr.ca.gov">State.clearinghouse@opr.ca.gov</a></p>
<p style="text-align: center;"><b>DELAWARE</b></p> <p>Charles H. Hopkins Executive Department Office of the Budget 540 S. Dupont Highway, 3<sup>rd</sup> Floor Dover, Delaware 19901 Telephone: (302) 739-3323 FAX: (302) 739-5661 <a href="mailto:Chopkins@state.de.us">Chopkins@state.de.us</a></p>	<p style="text-align: center;"><i>DISTRICT OF COLUMBIA</i></p> <p>Ron Seldon Office of Grants Management and Development 717 14<sup>th</sup> Street, NW, Suite 1200 Washington, DC 20005 Telephone: (202) 727-1705 FAX: (202) 727-1617 <a href="mailto:ogmd-ogmd@dcgov.org">ogmd-ogmd@dcgov.org</a></p>
<p style="text-align: center;"><b>FLORIDA</b></p> <p>Cherie L. Trainor Florida State Clearinghouse</p>	<p style="text-align: center;"><b>GEORGIA</b></p> <p>Georgia State Clearinghouse 270 Washington Street, SW</p>

<p>Department of Community Affairs 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100 Telephone: (850) 922-5438 FAX: (850) 414-0479 Telephone: (850) 414-5495 (direct) <a href="mailto:Cherie.trainor@dca.state.fl.us">Cherie.trainor@dca.state.fl.us</a></p>	<p>Atlanta, Georgia 30334 Telephone: (404) 656-3855 FAX: (404) 656-7901 <a href="mailto:gach@mail.opb.state.ga.us">gach@mail.opb.state.ga.us</a></p>
<p><b>ILLINOIS</b></p> <p>Virginia Bova Department of Commerce and Community Affairs James R. Thompson Center 100 West Randolph, Suite 3-400 Chicago, Illinois 60601 Telephone: (312) 814-6028 FAX: (312) 814-8485 <a href="mailto:vbova@commerce.state.il.us">vbova@commerce.state.il.us</a></p>	<p><b>IOWA</b></p> <p>Steven R. McCann Division of Community and Rural Development Iowa Department of Economic Development 200 East Grand Avenue Des Moines, Iowa 50309 Telephone: (515) 242-4719 FAX: (515) 242-4809 <a href="mailto:Steve.mccann@ided.state.ia.us">Steve.mccann@ided.state.ia.us</a></p>
<p><b>KENTUCKY</b></p> <p>Ron Cook Department for Local Government Kentucky State Clearinghouse 1024 Capital Center Drive, Suite 340 Frankfort, Kentucky 40601 Telephone: (502) 573-2382 FAX: (502) 573-0175 <a href="mailto:Ron.cook@mail.state.ky.us">Ron.cook@mail.state.ky.us</a></p>	<p><i>MAINE</i></p> <p>Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, Maine 04333 Telephone: (207) 287-3261 Telephone: (207) 287-1461 (direct) FAX: (207) 287-6489 <a href="mailto:Joyce.benson@state.me.us">Joyce.benson@state.me.us</a></p>
<p><i>MARYLAND</i></p> <p>Linda Janey Manager, Clearinghouse and Plan Review Unit Maryland Office of Planning 301 West Preston Street – Room 1104 Baltimore, Maryland 21201-2305 Telephone: (410) 767-4490 FAX: (410) 767-4480 <a href="mailto:linda@mail.op.state.md.us">linda@mail.op.state.md.us</a></p>	<p><i>MICHIGAN</i></p> <p>Richard Pfaff Southeast Michigan Council of Governments 660 Plaza Drive – Suite 1900 Detroit, Michigan 48226 Telephone: (313) 961-4266 FAX: (313) 961-4869 <a href="mailto:pfaff@semcog.org">pfaff@semcog.org</a></p>
<p><b>MISSISSIPPI</b></p> <p>Cathy Mallette Clearinghouse Officer Department of Finance and Administration 550 High Street 303 Walters Sillers Building Jackson, Mississippi 39201-3087 Telephone: (601) 359-6762 FAX: (601) 359-6758</p>	<p><b>MISSOURI</b></p> <p>Lois Pohl Federal Assistance Clearinghouse Office of Administration P.O. Box 809 Jefferson Building, Room 915 Jefferson City, Missouri 65102 Telephone: (573) 751-4834 FAX: (573) 522-4395 <a href="mailto:pohl@mail.oa.state.mo.us">pohl@mail.oa.state.mo.us</a></p>

<p style="text-align: center;"><i>NEVADA</i></p> <p>Heather Elliot  Department of Administration  State Clearinghouse  209 E. Musser Street, Room 200  Carson City, Nevada 89701  Telephone: (775) 684-0209  FAX: (775) 684-0260  <a href="mailto:Helliot@govmail.state.nv.us">Helliot@govmail.state.nv.us</a></p>	<p style="text-align: center;"><i>NEW HAMPSHIRE</i></p> <p>Jeffrey H. Taylor  Director, New Hampshire Office of State Planning  Attn: Intergovernmental Review Process  Mike Blake  2½ Beacon Street  Concord, New Hampshire 03301  Telephone: (603) 271-2155  FAX: (603) 271-1728  <a href="mailto:Jtaylor@osp.state.nh.us">Jtaylor@osp.state.nh.us</a></p>
<p style="text-align: center;"><i>NEW MEXICO</i></p> <p>Ken Hughes  Local Government Division  Room 201, Bataan Memorial Building  Santa Fe, New Mexico 87503  Telephone: (505) 827-4370  FAX: (505) 827-4948  <a href="mailto:khughes@dfa.state.nm.us">khughes@dfa.state.nm.us</a></p>	<p style="text-align: center;"><b>NORTH CAROLINA</b></p> <p>Jeanette Furney  Department of Administration  1302 Mail Service Center  Raleigh, North Carolina 27699-1302  Telephone: (919) 807-2323  FAX: (919) 733-9571  <a href="mailto:jeanette.furney@ncmail.net">jeanette.furney@ncmail.net</a></p>
<p style="text-align: center;"><b>NORTH DAKOTA</b></p> <p>Jim Boyd  Division of Community Services  600 East Boulevard Ave., Dept. 105  Bismarck, North Dakota 58505-0170  Telephone: (701) 328-2094  FAX: (701) 328-2308  <a href="mailto:jboyd@state.nd.us">jboyd@state.nd.us</a></p>	<p style="text-align: center;"><i>RHODE ISLAND</i></p> <p>Kevin Nelson  Department of Administration  Statewide Planning Program  One Capitol Hill  Providence Rhode Island 02908-5870  Telephone: (401) 222-2093  FAX: (401) 222-2083  <a href="mailto:knelson@doa.state.ri.us">knelson@doa.state.ri.us</a></p>

<p style="text-align: center;"><i>SOUTH CAROLINA</i></p> <p>Omeagia Burgess  Budget and Control Board  Office of State Budget  1122 Ladies Street – 12<sup>th</sup> Floor  Columbia, South Carolina 29201  Telephone: (803) 734-0494  FAX: (803) 734-0645  <a href="mailto:aburgess@budget.state.sc.us">aburgess@budget.state.sc.us</a></p>	<p><b>TEXAS</b></p> <p>Denise S. Francis  Director, State Grants Team  Governor's Office of Budget and Planning  P.O. Box 12428  Austin, Texas 78711  Telephone: (512) 305-9415  FAX: (512) 936-2681  <a href="mailto:dfrancis@governor.state.tx.us">dfrancis@governor.state.tx.us</a></p>
<p style="text-align: center;"><i>UTAH</i></p> <p>Carolyn Wright  Utah State Clearinghouse  Governor's Office of Planning and Budget  State Capitol – Room 114  Salt Lake City, Utah 84114  Telephone: (801) 538-1535  FAX: (801) 538-1547  <a href="mailto:cwright@gov.state.ut.us">cwright@gov.state.ut.us</a></p>	<p style="text-align: center;"><i>WEST VIRGINIA</i></p> <p>Fred Cutlip, Director  Community Development Division  West Virginia Development Office  Building #6, Room 553  Charleston, West Virginia 25305  Telephone: (304) 558-4010  FAX: (304) 558-3248  <a href="mailto:fcutlip@wvdo.org">fcutlip@wvdo.org</a></p>
<p><b>WISCONSIN</b></p> <p>Jeff Smith  Section Chief, Federal/State Relations  Wisconsin Department of Administration  101 East Wilson Street – 6<sup>th</sup> Floor  P.O. Box 7868  Madison, WI 53707  Telephone: (608) 266-0267  FAX: (608) 267-6931  <a href="mailto:jeffrey.smith@doa.state.wi.us">jeffrey.smith@doa.state.wi.us</a></p>	<p><b>AMERICAN SAMOA</b></p> <p>Pat M. Galea'i  Federal Grants/Programs Coordinator  Office of Federal Programs  Office of the Governor/Department  of Commerce  American Samoa Government  Pago Pago, American Samoa 96799  Telephone: (684) 633-5155  Fax: (684) 633-4195  <a href="mailto:pmgaleai@samoatelco.com">pmgaleai@samoatelco.com</a></p>

<p style="text-align: center;"><b><i>GUAM</i></b></p> <p>Director Bureau of Budget and Management Research Office of the Governor P.O. Box 2950 Agana, Guam 96910 Telephone: (011) (671) 472-2285 FAX: (011) (671) 475-2825 <a href="mailto:jer@ns.gov.gu">jer@ns.gov.gu</a></p>	<p style="text-align: center;"><b>PUERTO RICO</b></p> <p>Jose Caballero / Mayra Silva Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940 Telephone: (787) 723-6190 FAX: (787) 722-6783</p>
<p style="text-align: center;"><b><i>NORTHERN MARIANA ISLANDS</i></b></p> <p>Ms. Jacoba T. Seman Federal Programs Coordinator Office of Management and Budget Office of the Governor Saipan, MP 96950 Telephone: (670) 664-2256 FAX: (670) 664-2272 <a href="mailto:omb.jseman@saipan.com">omb.jseman@saipan.com</a></p>	<p style="text-align: center;"><b>VIRGIN ISLANDS</b></p> <p>Ira Mills Director, Office of Management &amp; Budget # 41 Norregade Emancipation Garden Station, Second Floor Saint Thomas, Virgin Islands 00802 Telephone: (340) 774-0750 FAX: (787) 776-0069 <a href="mailto:Irmills@usvi.org">Irmills@usvi.org</a></p>

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to [grants@omb.eop.gov](mailto:grants@omb.eop.gov). If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management  
Office of Management and Budget  
New Executive Office Building, Suite 6025  
725 17<sup>th</sup> Street, NW  
Washington, DC 20503



**SECTION J IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS  
IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS**

**GRANTS**

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that

**Failure to meet a deadline will mean that an applicant will be rejected  
without any consideration whatever.**

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education  
Application Control Center  
Washington, D.C. 20202-4725

**CONTRACTS**

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulations and implementing ED Procurement Regulations.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracting Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.